

(X) RELEASE () DECLASSIFY
 EXCISE () DECLASSIFY
 IN PART
 DATE Non-Responsive Info
 Exemptions
 PA Exemptions

MR Cases Only:
 EO Citations

UNCLASSIFIED

ID #

61159

() CLASSIFY as () S or () C OADR
 () DOWNGRADE () S or () C OADR

WHITE HOUSE

CORRESPONDENCE TRACKING WORKSHEET

☐ O - OUTGOING☐ H - INTERNAL☒ I - INCOMING

Date Correspondence
 Received (YY/MM/DD)

88109116

Name of Correspondent: Mr. Mrs. Miss Ms.

Norman Diamond

☐ MI Mail Report

User Codes: (A) (B) (C)

Subject:

Seeks information on disposition and -
 whereabouts of Raoul Wallenberg.

ROUTE TO:

ACTION

DISPOSITION

| Office/Agency (Staff Name) | Action Code | Tracking Date YY/MM/DD | Type of Response | Code | Completion Date YY/MM/DD |
|----------------------------|----------------|------------------------|------------------|------|--------------------------|
| Cokell | ORIGINATOR | 8810911 | | | 88101 |
| DoB | Referral Note: | 88109121 | | | 88101 |
| | Referral Note: | | | | |
| | Referral Note: | | | | |
| | Referral Note: | | | | |
| | Referral Note: | | | | |

ACTION CODES:

A - Appropriate Action
 C - Comment/Recommendation
 D - Draft Response
 F - Furnish Fact Sheet
 to be used as Enclosure

I - Info Copy Only/No Action Necessary
 R - Direct Reply w/Copy
 S - For Signature
 X - Interim Rep.

DISPOSITION CODES:

A - Answered
 S - Non-Special Referral
 C - Completed
 S - Suspended

FOR OUTGOING CORRESPONDENCE:

Type of Response = Initials of Signer
 Code = "A"
 Completion Date = Date of Outgoing

Comments:

UNCLASSIFIED

Keep this worksheet attached to the original incoming letter.

Send all routing updates to Central Reference (Room 75, OEOB).

Always return completed correspondence record to Central Files.

Refer questions about the correspondence tracking system to Central Reference ext. 2900.